

1 **MINUTES OF THE COTTONWOOD HEIGHTS CITY COUNCIL WORK SESSION HELD**
2 **TUESDAY, APRIL 5, 2016 AT 6:00 P.M. IN THE COTTONWOOD HEIGHTS CITY**
3 **COUNCIL CONFERENCE ROOM LOCATED AT 1265 EAST FORT UNION**
4 **BOULEVARD, SUITE 250, COTTONWOOD HEIGHTS, UTAH**
5

6 **Members Present:** Mayor Kelvyn Cullimore, Councilman Scott Bracken, Councilman Mike
7 Peterson, Councilman Tee Tyler
8

9 **Staff Present:** City Emergency Management Coordinator Mike Halligan, City Recorder
10 Linda Dunlavy, Community and Economic Development Director Brian
11 Berndt, Assistant Fire Chief Mike Watson, Finance Director Dean Lundell,
12 Police Chief Robby Russo, Public Works Director Mike Allen
13

14 **Excused:** City Manager John Parks, Assistant City manager Bryce Haderlie
15

16 **WORK SESSION**
17

18 Mayor Kelvyn Cullimore called the meeting to order and welcomed those in attendance.
19

20 **1.0 Quarterly Emergency Management Report.**
21

22 1.1 Emergency Management Coordinator, Mike Halligan, reviewed the numerous items covered
23 in the Quarterly Emergency Management Meeting.
24

25 1.2 The Shake-Out event was discussed and how it would transpire. The discussion covered the
26 upcoming April 16 event and focused on emails to key participants, Block Captain
27 Communications, Block Captain training, gathering places, and shelters. Drones were
28 discussed and how they would be utilized by licensed drone operators.
29

30 1.3 Mr. Halligan displayed an infrastructure and building maps of the community detailing all of
31 the critical structures and locations being used as gathering places during emergencies. A
32 student from Jordan Valley was developing educational materials and taking an inventory of
33 critical emergency locations. The inventory would help determine the capacity of the shelters
34 and other location specifics necessary for emergency operations.
35

36 1.4 Mr. Halligan discussed the Butlerville Days Emergency Management Plan and the possible
37 emergency scenarios based on the risk assessment. The plan involved various things that
38 could go wrong and how emergency personnel could respond to those situations. The
39 emergency plan presented by Mr. Halligan was for the Recreation Center and addressed how
40 the Recreation Center could help in the event of an emergency. There was a similar plan that
41 included schools in the area.
42

43 1.5 The Community Emergency Response Team Program was discussed. There were 16 recent
44 graduates with another training to be conducted in the Fall.
45

46 1.6 Mr. Halligan noted that 12 Cottonwood Heights residents completed the Red Cross Shelter
47 Training. He also mentioned that the primary shelter in the event of an emergency would be
48 the Recreation Center with the nearby middle school serving as the backup shelter.

1
2 **2.0 Public Works Report.**
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4 2.1 A Terracare representative reported on the latest Public Works snow removal and pothole
5 patching efforts. Due to the snow season winding down, there wasn't much to report in terms
6 of snow removal. The Council, however, was informed that snow crews were still on alert for
7 late storms. It was reported that pothole patching on Creek Road was complete and the crack
8 seal on Creek Road would be completed within the week.
9

10 2.2 Public Works Director, Mike Allen, reported on street sweeping. He stated that they are
11 having a difficult time hiring someone to haul off the debris.
12

13 **3.0 Planning and Economic Development Report.**
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15 **3.1 a. Planning Commission Meeting.**
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17 3.1.1 Community and Economic Development Director, Brian Berndt, reported on the Planning
18 Commission agenda items, which included zone changes and business plans.
19

20 3.1.2 The home preschool on Summerville Drive was discussed as well as the controversy
21 surrounding it. The main questions and concerns were from nearby residents and the Planning
22 Commission, which centered around zoning and home occupation.
23

24 3.1.3 The Canyon Centre was discussed regarding the Bambu Restaurant and Phase III of the
25 condos. The Bambu Restaurant would be submitting their building plans at the next Planning
26 Commission Meeting and the Canyon Centre Phase III Condos would be holding an Open
27 House the following week. The Council also discussed whether the condos at the Canyon
28 Centre were approved for short-term rentals in the CC&Rs for that community.
29

30 3.1.4 David Weekley Homes reported that the third story lofts in the development were discussed
31 as well as the agreement Weekley Homes entered into with the City to eliminate the third
32 story additions on Lots 6, 7, and 8; and limit the extent of the third story on Lots 13 through 17.
33

34 **3.2 b. Community Development Activity Report.**
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36 3.2.1 Community and Economic Development Director, Brian Berndt, reported on recent and
37 planned development activity in the area. He reported that Dr. Felt was submitting plans for
38 a building permit on property adjacent to the dental office on Highland Drive. There were
39 three lots remaining on the north end of Highland Drive that were available for Residential
40 Office (RO) zoning.
41

42 3.2.2 New jobs in the City were discussed and how the City recently outbid other municipalities for
43 a new company that will bring 500 new jobs to the area.
44

45 **3.3 c. Mountview Park Upgrades.**
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1 3.3.1 Mountview Park upgrades were discussed along with the remaining items to be completed.
2 All of the slide equipment had been ordered and there was a meeting scheduled with the
3 contractor to discuss the design of the shade structure.
4

5 **3.4 d. CHBA Luncheon.**
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7 3.4.1 Mr. Berndt reported that attendance at the luncheon was good and was a success. New
8 businesses in the area were discussed, a few of which were highlighted by Mr. Berndt.
9

10 **4.0 Public Safety Reports.**
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12 **4.1 a. Unified Fire Authority.**
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14 4.1.1 There was no UFA Report.
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16 **4.2 b. Police Department.**
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18 4.2.1 Police Chief, Robby Russo, reported on several noteworthy items affecting the local
19 community. A car was reported stolen from a dealership. It was later discovered that the
20 dealership had reported the wrong car as stolen. The car that was originally reported stolen
21 was pulled over and was driven by a University of Utah coach. The situation was ultimately
22 resolved with the coach handled the situation with poise.
23

24 4.2.2 Chief Russo also reported that the Citizens Academy Training is currently underway. The
25 feedback to date had been very positive. As part of the training, the participants went through
26 a live-fire simulation that involved deciding whether to shoot a perpetrator. The participants
27 discovered how difficult it is to make critical life or death decisions in an instant. Chief Russo
28 stated that there would be a forthcoming graduation to which Council Members would be
29 invited.
30

31 4.2.3 New officer hires were discussed and the application process for the one vacancy.
32

33 4.2.4 The status of Narcan (Naloxone) was discussed and the ongoing training of Narcan for
34 suspected opioid overdoses. The City's Police Department would be the first to have the nasal
35 treatment in the Valley and would be demonstrating the antidote to other police departments.
36

37 4.2.5 Mayor Cullimore brought up an incident involving a resident who complained about how his
38 teenagers were treated when dealing with the Holladay Traffic Court. His concerns were
39 centered around the court staff and their treatment of patrons.
40

41 **5.0 Mayor/City Council Reports.**
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43 5.1 Councilman Shelton reported on a meeting he attended recently with Salt Lake County Mayor,
44 Ben McAdams, regarding the lack of dog parks and the funds allocated to conduct a Valley-
45 wide study of the matter. The Mayor was encouraged to turn the dog park on Wasatch over
46 to Cottonwood Heights, which would allow the City to take a more active part in the park's
47 maintenance. Mayor McAdams' main concerns with the park primarily dealt with the
48 Environmental Protection Agency and flood control.

- 1
2 5.2 Councilman Shelton reported on the fifth of six rounds of meetings with the Zoo Arts & Parks
3 (ZAP) and the issues discussed that apply to the City. It was reported that the session was
4 well attended. There were six new applicants seeking funding that were heard at the meeting.
5 One of the applicants was requesting funds to turn an old tennis court into a bicycle polo court.
6
- 7 **6.0 Calendar of Events.**
- 8
- 9 6.1 Councilmember Schedules for the following week were as follows:
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- 11 a. ULCT Spring Meetings- April 6 – 8 in St. George.
12 b. Emergency Preparedness Shake Out Drill – April 16 – 9:30-12:30 p.m.
13 c. Memorial Day – May 30 OFFICES ARE CLOSED
14 d. Brighton High School Graduation – June 2, 2:00-4:00 p.m. at the Maverick Center,
15 WVC.
16
- 17 **7.0 Closed Meeting to Discuss Litigation, Property Acquisition and the Character and**
18 **Professional Competence of Physical or Mental Health of an Individual.**
- 19
- 20 7.1 **MOTION:** Council Member Tyler moved to close the Open Session and open the Closed
21 Session. The motion was seconded by Councilman Peterson. The motion passed with the
22 unanimous consent of the Council.
23
- 24 **8.0 ADJOURN**
- 25
- 26 8.1 The Work Session adjourned at 7:42 p.m.

1 *I hereby certify that the foregoing represents a true, accurate and complete record of the Cottonwood*
2 *Heights City Council Work Session held Tuesday, April 5, 2016.*

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10 Teri Forbes
11 T Forbes Group
12 Minutes Secretary
13
14 Minutes approved: August 22, 2017